

May 6, 2025

## Accessing the Touch Service & Delivery Production Sheet

## Under Production Reports, tap Service & Delivery Worksheet.

## **Running the Touch Service & Delivery Production Sheet**

- 1. Select the date to run the report (the default is today's date).
- 2. Select the meal period or snack time.
- 3. Select the dining area being served.
- 4. Select the production area(s).
- 5. Select the menu service location(s) to determine the menu.
- If your facility forecasts the advanced ordering (AO) census: Use Forecast generate numbers from the AO forecasting calculations. Use Orders generates numbers from the AO itemselection logic, including placed orders.
- 7. Click the Create Worksheet button.



TOUCH Service & Delivery Production Sheet	SUPPORT LO
	← Back to main menu
1 Date 1	3 Select meal delivery area
← Tue, January 21 →	Green Dining Area
2 Meal Type 2     Image: Breakfast   Image: Dinner     Image: Dinner   Image: Dinner	④ Production area
	Hot Production , Cold Production V
	(5) Menu Service Locations 5 West MSL V
Snack AM Snack PM Snack HS	6 Additional Options for Advance Ordering
	Use Forecast Use Orders
	CREATE WORKSHEET 7

## Layout

- A. Name of item.
- B. Number of serving portions.
- C. Total amount to be served.
- D. Serving portion measurement.
- E. Ability to record temperature.
- F. Serving utensil (if assigned to item).

Roasted Red P	otatoes	Peas & Carrots	
C Total 6 cup	D servings 0.5 cup	Total 12 cup	Servings 1 cup
Temp 1	RECORD	Temp 1	RECORD
Temp 2		Temp 2	RECORD
Temp 3	RECORD	Temp 3	RECORD
Temp 4	RECORD	Temp 4	RECORD
Serving Portions	Utensil	Serving Portions	Utensil
12 x 0.5 cup	A	12 x 1 cup	
в	•		

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